

**Notice No.:** 01-001  
**Date:** January 12, 2001  
**Applies to:** PERS, LEOFF, WSPRS and JRS Employers  
**Subject:** Members' Annual Statements and Sequencing Information

### **Members' annual statements coming in March**

In March 2001, the Department of Retirement Systems (DRS) will mail employers the 2000 annual statements for active members of the Public Employees' Retirement System (PERS), Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF), Washington State Patrol Retirement System (WSPRS), and Judicial Retirement System (JRS). We appreciate your help in distributing these confidential statements to your employees.

The following account information appears on the annual statement:

- Service credit information for 2000;
- Total service credit;
- The member's retirement contributions posted by DRS from January 1, 2000, through December 31, 2000, (which generally corresponds to contributions for the transmittal reporting periods from December 1999 through November 2000); and
- The total contributions and accumulated interest in the member's account as of December 31, 2000.

### **How to determine sequencing**

The sequence control number determines sequencing. We will print your reporting group's annual statements in ascending sequence by this control number. Transactions with duplicate control numbers or no control numbers will be sorted alphabetically by last names.

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If you furnished us with your sequencing control number last year, the same number will be used again this year.

**To add or update** the sequence control number, you may use one of the following methods:

- **Transmittal Reporting:** If you use the multiple record automated reporting layout, you may enter your sequencing information on the Employment Information Record in the Control No. Field and Organization Display Field.

Please refer to Chapter 8 in the “DRS Employer Handbook” for instructions on reporting using the multiple record layout. All updates of sequencing information processed by **February 22, 2001**, will be used.

- **Diskette:** Please prepare a 3½” diskette according to the specifications in Chapter 8.
- **Magnetic Tape:** Please prepare an IBM 360/370 compatible tape according to the specifications in Chapter 8.

If you use a diskette or tape, please forward the specifications and the “Members’ Annual Statements Sequence Request” form to your information services staff or service bureau to assist them in creating the diskette or tape. For examples of how you might sequence your statements, please refer to Chapter 8 in the DRS Employer Handbook. The request form and the magnetic tape or diskette must be returned to us by **January 25, 2001**.

## **Questions?**

Annual Statements are mailed to employers according to system (for example, all LEOFF annual statements are mailed before PERS annual statements). If you report for multiple systems, annual statements may arrive on different dates.

For questions about submitting the sequencing information or if you have not received the statements by March 31, 2001, please contact Employer Support Services at (360) 664-7200 or 1-800-547-6657. If there are members who do not receive a statement or have questions, please contact Retirement Services Division at (360) 664-7000 or 1-800-547-6657.

This Notice can be accessed on the DRS Web site at **<http://www.wa.gov/DRS/employer>**.

Dave Nelsen  
Manager, Employer Support Services

**WASHINGTON STATE  
DEPARTMENT OF RETIREMENT SYSTEMS**

**MEMBERS' ANNUAL STATEMENTS SEQUENCE REQUEST**

To have members' annual statements run in employee control number sequence, you must provide all the information requested before DRS can process your request.

Employer Reporting Group (Department No.): \_\_\_\_\_

Employer Name: \_\_\_\_\_

Phone No.: (\_\_\_\_\_) \_\_\_\_\_

Contact Name: \_\_\_\_\_

To run member statements in employee control number sequence, the tape or diskette must meet the attached specifications and reach DRS by **January 25, 2001**.

☐ Tape information:

Tape ID Number \_\_\_\_\_

\_\_\_\_\_ 1600 BPI                      or                      \_\_\_\_\_ 6250 BPI

\_\_\_\_\_ Labeled                      or                      \_\_\_\_\_ Non-labeled

☐ Diskette

Mail this form and the tape or diskette by **January 20, 2001**, to the following address:

ATTN: Employer Support Services  
State of Washington  
Department of Retirement Systems  
P.O. Box 48380  
Olympia, WA 98504-8380